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8 August 1988



MEMORANDUM FOR: FBIS Supervisors

FROM: R. W. Manners
Director, Foreign Broadcast Information Service

SUBJECT: Performance Appraisal Mandatory Language

REFERENCES: A. FBIS Notice [redacted] dtd 4 May 1983
B. [redacted] dtd 11 December 1982
C. DS&T General Notice No. 303, dtd 24 January 1983

1. This memorandum cancels the requirement that all Performance Appraisals contain the statement: "This PAR has been prepared in strict compliance with [redacted] dated 11 December 1982." Ref B. was allowed to expire in 1984 and was never reissued. Refs A. and C. are thus no longer valid and the FBIS Notice is hereby cancelled.

2. Although the formerly mandatory language is no longer required, this is not to be interpreted as any diminution in concern that PARs should be an accurate and meaningful assessment of performance. It remains FBIS policy that performance level "4"--which describes the employee who meets all established standards for the position, who is reliable and dependable, and who is performing fully satisfactorily--must be applied strictly. For higher ratings, the raters must provide narrative descriptions to explain the numbers and the specific accomplishments that warrant a higher rating. Thus, any rating above "4" must be fully explained; we should expect to see an overall "7" only on very rare occasions.


R. W. Manners

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STAT DS&T/FBIS/SA/CD (8 Aug 88)